



**CITY OF CINCINNATI**  
**EXAM INFORMATION GUIDE**  
**FOR**  
**POLICE RECRUIT**

Salary:

**Police Recruit: \$31,320 annually**

**Police Officer: \$40,963 - \$49,577 annually**

## **City of Cincinnati Police Recruit Selection Process**

In the increasingly complex environment in which sworn police personnel work, the assessment, selection, training and probationary period is critical for the Police Department to succeed.

The following information provides more specific data about our entry-level recruiting, screening, and selection process.

Our goal is to attract and recruit a high quality, diverse group of candidates who will succeed at training and on the job as Cincinnati Police Officers. The Police Department puts forth considerable time, effort, and expense recruiting candidates. They maintain a full-time, year-round recruiting staff. We strive to attract highly motivated and qualified applicants.

The testing process is simply a measurement tool designed to predict a candidate's suitability, trainability, and potential for success in police work. As with most cities, police recruits are selected based on a series of screening devices. The components include:

- 1) a written, cognitive test
- 2) a physical ability test
- 3) an oral board exercise
- 4) a background investigation including polygraph and in-home interview
- 5) a behavior assessment
- 6) if offered employment, a complete medical exam including drug screen

It is important to remember that all phases of the selection process are reviewed and approved by the City of Cincinnati Civil Service Commission. Additionally, candidates have appeal rights to the Civil Service Commission if they feel that they have not been treated in a fair and equitable manner during the selection process.

After completing all phases of the selection process, candidates are placed on a civil service eligibility list. The Police Chief considers all information gathered during the selection process and makes final selections from the eligible list. Candidates then receive a tentative offer of employment pending results of a medical exam.

This Information Guide is being distributed to help you prepare for the upcoming Police Recruit Selection Process. Please note the changes in multiple application sites as well as a choice of test dates. These changes have been made to make the selection process more accessible and convenient to applicants. The physical ability test has also been updated. **Please read this booklet thoroughly and completely.** Hopefully it will answer many of your questions.

This booklet contains:

- Job Announcement
- Information Sheet (Overview of Process)
- Tips on studying for written test
- A copy of the physical ability test
- Information on the Oral Board examination
- Background criteria
- Information on Veteran's Preference

**AN INFORMATION GUIDE WILL BE PROVIDED AT THE TIME OF SIGN-UP OR MAY BE DOWNLOADED FROM THE INTERNET. TIES ON EXAM SCORES ARE BROKEN BY TIME STAMP ON THE APPLICATION CARD.**

**MINIMUM AGE REQUIREMENT:** Applicants must be 21 years of age by the date of appointment. The Police Department projects that the class will begin (**next class to be announced**). Therefore, applications will be accepted from individuals who have reached or will reach their 21<sup>st</sup> birthday by (**will depend on class date**).

**RESIDENCY REQUIREMENT:** Candidates need not be a Hamilton County resident to apply. Appointees must be a Hamilton County resident by their date of appointment and maintain Hamilton County residency for length of employment.

**REQUIRED EDUCATION:** Must be a high school graduate or equivalent (GED). **NOTE:** College coursework in psychology, education, sociology, communications, criminal justice, public administration, business administration, liberal arts, or any related field is preferred. It is anticipated that this preferred education/coursework will be considered a minimum requirement for future Police Recruit selection processes.

**NOTE:** Applicants must show their valid driver's license or valid state picture I.D. at the time of the written exam as well as at each subsequent portion of the test as positive identification. However, a valid driver's license is required by the polygraph exam and a valid Ohio driver's license is required upon appointment.

The information gathered during this selection process is used to make employment decisions. All information gathered may be subject to public disclosure under the Ohio Freedom of Information Law. This includes the polygraph, and background investigation results.

**GENERAL STATEMENT OF DUTIES:** Under direct supervision of a Police Sergeant or higher rank, a Recruit is assigned to the Police Academy for training to become a Police Officer. Upon successful completion of the Police Academy curriculum, a state physical ability test, and receipt of state certification a Police Recruit will be classified as a Police Officer. A Police Officer is assigned to a patrol unit for the purpose of protecting life and property, crime prevention, enforcing laws and ordinances, arresting violators, parking forcible arrests, if necessary, investigation of accidents and complaints, securing evidence and preserving the peace within an assigned beat (geographic area). Performs related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

(Illustrative only. Any one position within this classification may not include all of the tasks listed, nor do the listed examples include all of the tasks which might be performed.)

- Enforces laws and ordinances and issues citations.
- Conducts preliminary investigations as the first responder on the scene including interviewing affected persons, crime scene preservation and requesting medical assistance.
- Makes decisions concerning appropriate use of force with regard to making arrests or defending oneself, uses firearm, baton, chemical irritant and/or other means of force.
- Serves warrants and makes arrests.
- Testifies in court.
- Maintains records of investigations, criminal activities, conditions that warrant treatment or attention, and makes reports.

- Creates a favorable public image of the Police Department through courteous treatment, and neat appearance in all public contacts.
- Attends community meetings; gives talks and demonstrations on police-related topics of community interest.
- Refers persons to the proper social agencies.
- Controls traffic and spectators at the scene of an emergency or other events.
- Investigates public complaints.
- Maintains vehicle and other assigned equipment.
- Inspects buildings and commercial establishments to keep secure.
- Performs vehicle or foot patrol.

### **MINIMUM QUALIFICATIONS**

#### **EXAMPLES OF REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (KSAs):**

(Illustrative only. Any one position within this classification may not include all of the KSAs listed nor do the listed examples include all of the KSAs which must be possessed.)

#### **TO QUALIFY AS A POLICE RECRUIT: KNOWLEDGE ABILITY AND SKILL IN THE FOLLOWING AREAS:**

- human relations, reading comprehension, spelling, basic math, written and oral communication.
- evaluate potentially volatile situations and deal effectively with people.
- follow orders and directives.
- deductive reasoning, observation and memory.

#### **OTHER REQUIREMENTS:**

- must be in excellent physical condition and successfully complete a physical ability test.
- must satisfactorily complete a background investigation which includes a polygraph examination.
- must satisfactorily complete a behavior assessment evaluation.
- applicants must be free from alcohol and drug dependency and possess emotional stability due to the sensitive and stressful nature of this position.
- must have a valid driver's license for at least one year prior to the date of appointment.
- must have a valid Ohio driver's license by the date of appointment.

#### **TO QUALIFY AS A POLICE OFFICER:**

##### **Knowledge of:**

- federal, state and municipal laws and ordinances.
- Police Department Procedures Manual, rules, regulations, orders, policies, and procedures.
- the proper care and use of police equipment.
- geographic areas of the City.
- reporting procedures for the Police Department.
- interrogation and interview techniques.
- procedures regarding the use of force, and ability to make a forcible arrest when necessary.
- defensive driving techniques.

##### **Ability to:**

- interact in a positive manner with a diverse community that includes various races, socio-economic groups, the mentally challenged, etc.

#### **OTHER REQUIREMENTS:**

- Must successfully complete the Cincinnati Police Academy training program. (NOTE: Upon appointment to the Police Academy, recruits are **not** permitted to engage in outside employment without the expressed approval of the Police Chief.)
- Must successfully complete 24 weeks of training.

- Must successfully pass state certification as a police officer.
- Must be willing to work irregular hours, weekends, and holidays.

**PROBATIONARY PERIOD:** At the conclusion of the probationary period, must be able to perform the full range of duties on a patrol unit as a Police Officer. The probationary period for Police Officer is 18 months.

**SUBJECTS AND WEIGHTS:** The written test portion will be worth 90% and the oral board portion will be worth 10% of the applicant's examination grade. Top scorers on the written test will be asked to participate in the remaining portions of the exam process which include:

- \*A PHYSICAL ABILITY TEST**
- AN ORAL BOARD EXAMINATION**
- \*A BACKGROUND INVESTIGATION INCLUDING POLYGRAPH**
- \*A BEHAVIOR ASSESSMENT EVALUATION**
- \*OFFERED EMPLOYMENT, A COMPLETE MEDICAL EXAM INCLUDING DRUG SCREEN**

\*These portions of the exam are **PASS/FAIL**.

After successfully completing all steps in the screening process, candidates will be placed on an eligible list. Those chosen will be made a conditional offer of employment pending successful completion of a pre-employment medical exam.

**NOTE:** **IT IS YOUR RESPONSIBILITY TO KEEP THE CIVIL SERVICE COMMISSION INFORMED OF YOUR CURRENT ADDRESS.**

**CITIZENSHIP:** Must be a United States citizen or applying for U.S. citizenship by closing date for sign-up.

**APPLICATIONS AND EXAMINATIONS:** Applications must be filed no later than the stated closing date. Applications are subject to approval of the Civil Service Commission.

**CREDIT FOR MILITARY SERVICE:** Special credit for honorable military service is given only to Ohio residents who achieve a passing score on the examination. Non-disabled veterans receive five (5) points additional credit, and a disabled veteran shall receive an additional credit of ten (10) points. A copy of your DD214 must be submitted to receive credit.

**For a more detailed description of each step of the exam process and projected time lines, see the following information packet.**

**CONTACT PERSON:** Darrell Ludlow, 352-6240

**TDD:** 352-2419

**City of Cincinnati/Human Resources Department  
Two Centennial Plaza, Suite 200  
805 Central Avenue  
Cincinnati, OH 45202**

**AN EQUAL OPPORTUNITY EMPLOYER**

**AN INFORMATION PACKET WITH COMPLETE INFORMATION REGARDING THE PROCESS WILL BE PROVIDED AT THE TIME OF SIGN-UP.**

## IMPORTANT INFORMATION FOR POLICE RECRUITS

Please read all of the information on this sheet. Many of the questions you have will be answered here.

- 1) **Written Test** – The written test portion of the Police Recruit selection process will be held at the Cincinnati Convention Center located at 5<sup>th</sup> and Elm Streets. The tests will take approximately two (2) hours. **Parking will not be provided.** It will be necessary for applicants to make individual arrangements. Please be prompt. You must bring your exam entry card and driver's license or valid state picture I.D. as positive identification.

Answer sheets will be computer graded and applicants will be notified of the results by mail approximately two (2) weeks after the examination. Individual grades will not be given out by telephone. Top scorers on the test will move on to the physical ability test.

- 2) **Physical Fitness Test Battery**-The next component in the selection process is the physical fitness test battery. Please find information about the physical ability test on page 17-19 of this booklet. It is in your best interest to begin preparing yourself for the physical fitness test battery as early as possible.

**The physical fitness test will consist of a one-minute sit-up test module, one-minute push-up module, and a .5-mile run module.** This component will be pass/fail. An applicant must meet the standard (cut point) for each module to pass the physical fitness test. If an applicant fails to meet the standard set for any module, the applicant will be removed from the remainder of the testing and/or hiring process.

**The City of Cincinnati is currently in the process of validating the standards for each of the physical fitness modules. The number of sit-ups and push-ups an applicant will have to perform and the time in which the .5 mile run must be completed in order to pass this component will be provided to applicants at the written exam.**

- 3) **Oral Board** – The next phase of the screening process is an oral board. Each candidate is assessed by a panel of three raters on communication skills including verbal expression, verbal comprehension, reasoning/judgement, fluency of ideas and originality.
- 4) **Background Investigation** – Top scorers who have successfully completed all previous portions of the Police Recruit testing will be scheduled for a background investigation which includes a polygraph exam and completion of Personal History Questionnaires, Parts I and II. Additionally, a review and verification of all information gathered during the selection process will be done at an in-home interview. The investigator will also check your personal references, your criminal history, your employment record and other background information. Candidates may be eliminated from the selection process based on the background/polygraph information.
- 5) **Selection Review Committee** – After completion of the background investigation, a Selection Review Committee will evaluate candidates remaining in the process. Candidates will be evaluated from the information gathered from the background investigation including the polygraph. This information will be used to aid in the selection of Police Recruit candidates.
- 6) **Behavior Assessment** – Candidates who have successfully completed all previous components will be scheduled for the behavior assessment to determine suitability for a career in policing.

The behavior assessment exam is **PASS/FAIL.**

**IMPORTANT:** After successfully completing all steps in the selection process, candidates will be placed on a Civil Service eligible list. The Police Department will choose the recruit class from that eligible list after reviewing complete and accurate information from the selection process that has been verified by the candidate. It is important to remember that successful completion of the selection process **does not guarantee** a position. Those chosen for the class are offered employment contingent on passing a thorough medical examination.

Based on the goals of the Federal Court Consent Decree for the Cincinnati Police Department, it is anticipated that the recruit class will be 34% black and 23% female.

**ADDITIONAL INFORMATION:** If you are scheduled for any portion of the process, it is your responsibility to appear at the scheduled time, date, and place. Please be prompt for all your appointments. Failure to appear will be considered as voluntary withdrawal. No weapons are permitted to be carried during any stage of the selection process regardless of the fact that you may be legally authorized to carry such a weapon. Please do not appear wearing any type of firearm or weapon.

You must keep the Civil Service Commission (513/352-2414) **and** the Police Recruiting Section (513/352-2971) informed of your correct address and telephone number.

Also attached to this information is complete information of Veteran's Preference, Disqualification Criteria, and a copy of the current physical ability test.

**THE INFORMATION GATHERED DURING THIS SELECTION PROCESS IS USED TO MAKE EMPLOYMENT DECISIONS. ALL INFORMATION GATHERED MAY BE SUBJECT TO PUBLIC DISCLOSURE UNDER THE OHIO FREEDOM OF INFORMATION LAW. THIS INCLUDES THE POLYGRAPH, BACKGROUND INVESTIGATION RESULTS AND BEHAVIOR ASSESSMENT.**

## MULTIPLE CHOICE TEST

**Place:** Convention Center, 5<sup>th</sup> & Elm Streets, Downtown Cincinnati

**Content:** The multiple choice exam will contain approximately 150 questions.

The questions do not require specific police or law enforcement knowledge, but rather are designed to test the knowledges, skills and abilities that are predictive of successful completion of the Police Recruit training and successful performance as Police Officers for the City of Cincinnati.

The areas that will be covered are as follows:

- Human relations
- Dealing effectively with a diverse group of people
- Oral and written communication including word usage, spelling and grammar
- Reading comprehension
- Basic math (addition, subtraction, multiplication and division)
- Evaluating situations/decision-making
- Following directions
- Reasoning
- Observation and memory

There will be approximately 150 Multiple Choice and/or True/False questions. There may be additional written testing if deemed necessary. Though most of the questions will relate to police situations, no prior knowledge of law or law enforcement is needed.

### GENERAL MULTIPLE-CHOICE TEST-TAKING STRATEGIES

The purpose of a multiple-choice exam is to assess your knowledge, skills and abilities in the above areas. Unfortunately, factors other than your knowledge of the tested material can sometimes influence your performance. The following suggestions should help you to reduce these extraneous influences and do your best on the multiple-choice examination.

***Make sure you understand the test format and requirements.***

Read all of the directions carefully.

Know how to correctly mark the answer sheet.

Know how much time you have to complete the examination. As you take the examination, check your watch periodically so that you can keep track of the amount of time remaining in the examination period.

***Make sure you understand the question.***

Read each question carefully.

Try to answer the question before you look at the choices. If you know the answer, compare it to the available choices and pick the closest alternative. A thorough knowledge

of the tested material will allow you to answer the questions without looking at the answer choices.

**Mark the test questions in a way that makes them read more easily.**

Use slash marks to break down sentences into small segments. This will make you more attentive to each separate idea in a long sentence.

Circle key words that tell what a sentence or passage is all about. If you skip the question and come back to it later, your markings can make it easier to remember what the question was about, without reading the full question or passage again.

**Find and underline words that “harden” or “soften” statements.**

Words such as all, never, none and every harden a sentence by indicating there are no exceptions. As a rule, alternatives with these words have a lesser chance of being correct.

Words such as sometimes, may, generally and possibly soften a statement and leave more room for the alternative to be correct.

AND means that one element of the alternative must be present or true in addition to another for the alternative to be correct.

OR means there is a choice of situations. Only one of the elements of the alternative must be present or true for it to be a correct alternative.

***Proceed through the questions methodically.***

**Answer easy questions first.**

When you go through each question on the exam, answer the easy questions first and leave the difficult ones until you’ve answered all of the questions that you are sure of. This will prevent you from spending too much time on any one question and ensures that you have the time to respond to and receive credit for every question that you can answer correctly. Whenever you do skip a question, be sure to identify it as skipped in your test booklet and don’t forget to come back to it.

Don’t be afraid to go with the first answer that comes to your mind. You can change it later but often first guesses are correct.

Tackle difficult questions methodically.

Don’t get bogged down if there is a word or sentence you do not understand. You may get the main idea without knowing the individual word or the individual sentence.

Use the process of elimination. If you don’t know the answer, first eliminate those choices which are clearly wrong. Then, put a mark next to each remaining choice to indicate what you think about it (e.g., bad, good, or possible). This will save you time by reducing the number of answers you have to re-read and re-evaluate before making your final choice.

## ***Guess.***

There is no penalty for guessing incorrect answers on this examination, so even if you must guess, answer every question. If the exam period is about to end and you believe there will be a substantial number of questions (e.g., more than 5 or 10) that you will not be able to complete, reserve some time (e.g., 60 seconds) toward the very end of the exam period to answer these questions, even if you must guess. While your guesses may not be correct, the alternative is to leave these questions blank and be assured of getting them wrong.

## ***Use extra time wisely.***

If you finish the examination before time is called, go back and review your responses. Make any changes that are necessary. Also make sure that you have placed your answers on the answer sheet correctly.

Remember, the Test Monitors are there to help every candidate. If you have any questions, ask for assistance before the examination begins.

## **ERROR ANALYSIS**

There are several possible reasons for choosing an incorrect response to a question. Five of these reasons are presented below along with suggestions for avoiding such errors. Consider past tests that you have taken and identify the errors, from among the five provided here, that tend to characterize your test-taking behavior. Once you have identified the reasons for your errors, you can take steps to avoid repeating such errors when answering questions on this and future exams.

### **Reasons for Choosing Incorrect Answers**

- 1. *Marking the wrong space on the answer sheet*** – Since there is a limited number of questions on the exam, careless errors such as these are costly. Check yourself as you mark each answer choice on the answer sheet to ensure you are marking the answer you have chosen. As an additional check, after you complete the exam, go back over every question and answer again.
- 2. *Misreading a question or answer by overlooking a key word or phrase*** – The solution to this problem is underlining. Underlining makes key words and phrases stand out when choosing an answer. Once you have underlined the key words and phrases, check the details of the possible answers with the details you underlined, one by one. If every detail doesn't match, consider that answer suspect and try another, always keeping in mind that you're looking for the best possible answer.
- 3. *Not knowing the meaning of one or more key terms*** – This could be a problem in preparation or vocabulary. When taking the exam, if you have difficulty with a term, re-read the sentences to determine its meaning without worrying about the meaning of a particular word. Try to understand the general message of the sentence or paragraph. The meaning of the unfamiliar word should become clearer once you understand the general context within which it has been placed.
- 4. *Difficulty understanding complex or difficult questions*** – Divide and conquer! Use slash marks to break up the material into small segments, then concentrate on one segment at a time. When you do go back to difficult questions, first read the possible answers before reading the question. This tells you what to concentrate on while reading the question. Concentrate on the parts of the question directly related to the possible answers even if you do not understand the entire question. You may not need to understand the entire question to find the correct answer. Also, focus on the topic sentences which are usually the

first and last sentences of a question. Read the difficult questions twice. The first time, read for the general meaning and do not get bogged down by individual words or phrases you do not understand. The second time, read for more precise understanding. The first reading will provide the context so that the second reading is easier and provides more information.

**5. Comparing combinations of information** – This is a problem of re-arranging information in the correct way so that it makes sense. Underline critical pieces of information with the possible answer, point-by-point. Also, concentrate on eliminating the wrong answers first.

Several factors can cause you to fall for incorrect answers:

- a) An incorrect answer may contain an exact phrase from the question.
- b) An incorrect answer may contain a phrase or sentence that is used out of context. For example, an idea which is expressed but then rejected in the question may be presented as an idea that was supported in the question.
- c) An incorrect answer may overstate what the question has stated. For example, if the question says, “Some officers.....”, the incorrect answer may say, “All officers.....”.

Some strategies for avoiding the tendency to fall for incorrect answers include:

- a) Having an answer in mind before you look over the alternatives. This will make you less susceptible to choosing an answer that looks good.
- b) Using the method of marking each alternative to indicate what you think about it (e.g., bad, good, or possible) before choosing one.
- c) Sticking strictly to the facts or rules of a question. Don't fall for answers that stretch or exaggerate the facts or rules described in the best question itself. This is the time to watch out for words that harden or soften a phrase such as only, never, always, whenever, and all.
- d) Being aware of answers with words or phrases taken exactly from the question material. Don't simply assume that such answers are correct.
- e) Preparing a defense for your answer choice. Find something in the test question which will give a strong, direct defense for your choice.

The test will be computer scored. Therefore, it is important to follow the instructions below to insure your answers are read correctly.

- \* **Use only the No. 2 pencil provided.**
- \* **Make heavy black marks that completely fill the circle.**
- \* **Erase completely any marks you wish to change.**
- \* **Make no stray marks on the answer sheet. You may do any figuring in the test booklet as no other scratch paper is provided. However, all answers must be put on the blue answer sheet provided. Calculators are not permitted.**
- \* **Be sure that you blacken only one circle for each question. If you blacken more than one circle, it will be counted as incorrect, even if one of the answers is correct.**

### **EXAMPLES:**

A	B	C	D	
?	?	?	?	<u>A</u> is the answer.
A	B	C	D	
?	?	?	?	<u>D</u> is the answer.

### **Sample Questions**

The following test questions are samples of the types of questions that may be used on the exam. They are not actual test questions that will be used.

1. There are rules for proper behavior at work just as there are rules of behavior at home and at social events. The foundation of proper behavior is:
  - A. A cheerful outlook.
  - B. Keeping personal problems at home.
  - \* C. Respect for others.
  - D. Positive attitude.
2. In dealing with the public, it is helpful to know that generally most people are willing to do that for which they:
  - A. Cannot be held personally responsible.
  - \* B. Understand the reasons.
  - C. Will have some assistance in getting done.
  - D. Will be able to learn something new.
3. You answer a call from a person who is complaining about rats in an alley. This complaint is not the Police Department's responsibility, but you know where the caller could get assistance. You should:
  - A. Say politely that the Police Department does not handle those complaints and then hang up.
  - \* B. Refer the caller to the proper department.
  - C. Encourage the caller to try to take care of the problem without outside assistance.
  - D. Refer the matter to your supervisor.

4. At the Police Academy, you receive a lower grade from your instructor than you feel you deserve. You should:
- A. Insist that he change your grade.
  - \* B. Ask the instructor for an explanation.
  - C. Ask for another examination so you can show that you know the material well.
  - D. Accept the grade and forget the incident.
5. Who is qualified to judge the level of satisfaction with service provided to a citizen by a Police Officer?
- \* A. The citizen.
  - B. The supervisor.
  - C. The Chief of Police.
  - D. The officer involved.
6. If you are assigned to write a special report, you should first:
- \* A. Collect the essential facts.
  - B. Determine the necessary conclusions.
  - C. Outline the method of procedure.
  - D. Determine the topic of the report.
7. I think \_\_\_\_\_ correct in considering a new substance abuse policy.
- A. there
  - \* B. they're
  - C. their
8. A **PROPOSED** change is one that is:
- \* A. Offered for consideration.
  - B. Acceptable to the majority.
  - C. Deserving attention.
  - D. Commendable.
9. **RETRACT** most nearly means:
- A. repeat
  - B. affirm
  - \* C. withdraw
  - D. question
10. Teamwork is the key to success in any work environment. You should be able to give input and make suggestions, however, the supervisor makes the final decision on most matters and you should be prepared to support and carry out the supervisor's directives with a positive attitude.
- \* A. True
  - B. False

11. A Cincinnati traffic police officer patrols a 50-mile stretch, one way, of the interstate system. In one day the officer makes 2.5 round trips on his stretch. How many miles does the officer travel?
- A. 2500 miles
  - B. 2050 miles
  - \* C. 250 miles
  - D. 205 miles
  - E. 125 miles
12. An arrested man's bail was set at \$3500. He had to put up 10% of that amount in cash in order to be released. If the man had \$215 in his wallet, how much did he still need?
- A. \$35
  - B. \$125
  - \* C. \$135
  - D. \$145
13. You are a Police Officer who will be instructing the principal and a group of teachers from a local school on the important things to remember when conducting an emergency evacuation. You wish to include the following points. (Please put these statements in the correct order.)
1. All children should proceed to a pre-determined meeting place outside.
  2. Evacuation procedures should be explained to the children prior to the drill.
  3. A check should be made to ensure that all the children are accounted for.
  4. The primary purpose of the evacuation drill is to practice order and control.
  5. Do not allow anyone to re-enter the building until the evacuation drill is complete.

A logical sequence for you to present these ideas would be:

- A. 1,3,5,2,4
  - B. 2,1,5,4,3
  - C. 5,3,1,4,2
  - \* D. 4,2,1,3,5
14. People do their best work when:
- A. the supervisor provides instruction and lets the employee figure out how to handle circumstance.
  - B. they are left to work on their own until they make mistakes.
  - C. the supervisor corrects them immediately and publicly.
  - \* D. they feel good about themselves and have a supervisor who provides guidance
15. Letters to citizens should be:
- \* A. simple and concise.
  - B. informal and casual.
  - C. technical and in detail.
  - D. formal and firm.

16. A good listener:

- \* A. feels his anger, but does not allow emotional reactions to control his behavior.
- B. tries to take in everything and attempts to reply to every comment of the angry person, especially exaggerations and errors.
- C. gives little if any response to the talker.
- D. plans his responses while the other person is taking, so that he will be prepared to speak.

17. Writing is a skill that can be learned, practiced and improved with concentrated effort.

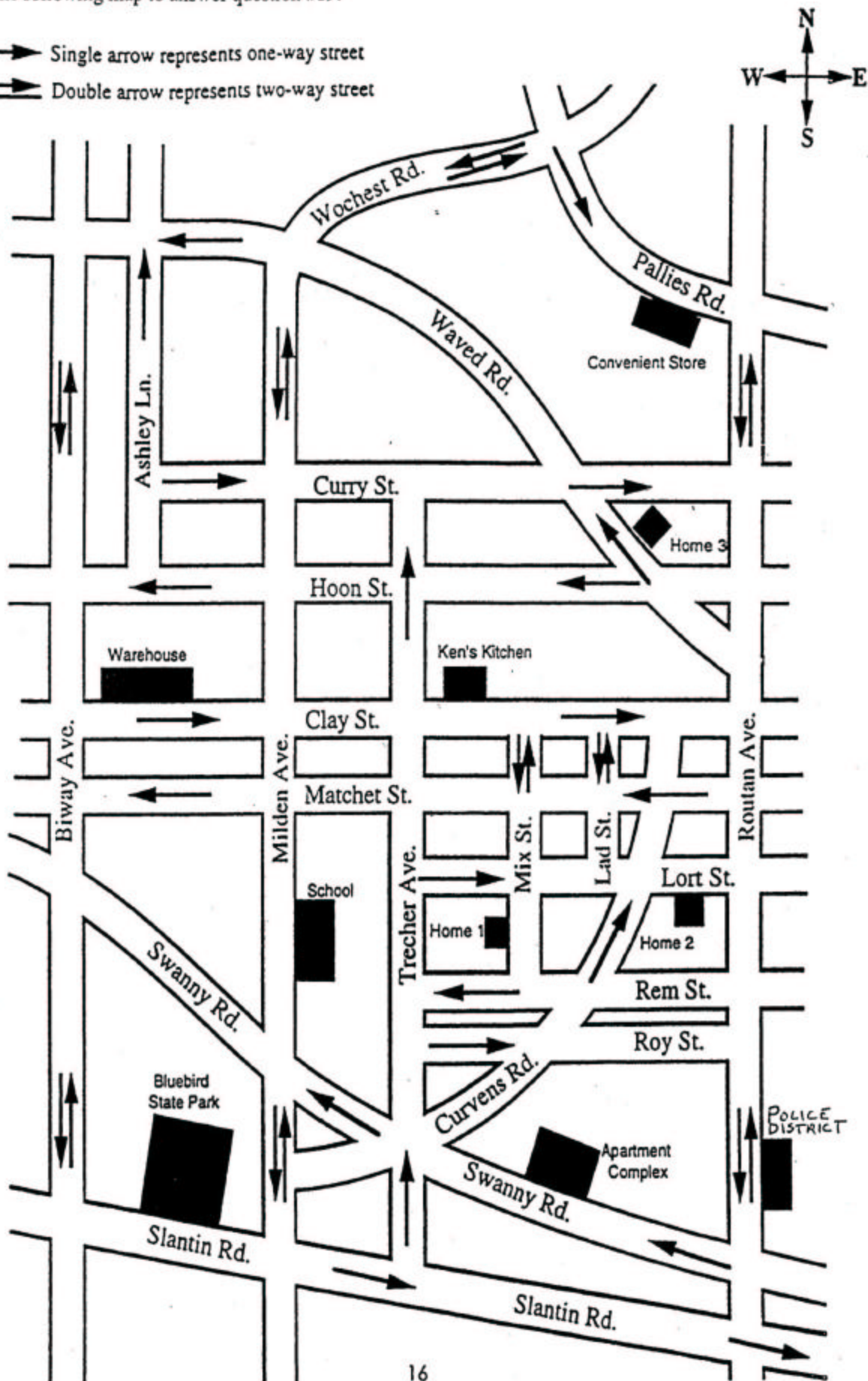
- \* A. True
- B. False

<b>DECIDE WHICH STATEMENT GIVES THE CLEAREST AND MOST DETAILED DESCRIPTION OF THE EVENT.</b>
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18. \* A. The man had a cut below his left eye which was bleeding badly.  
B. The subject's face had been cut below the eye and was bleeding.  
C. The subject had a wound below the left eye which was bleeding badly and in need of a doctor.  
D. The man had been cut in the face and was bleeding badly.
19. You are at the Police District when you are dispatched to a burglary alarm at the warehouse on Clay Street. Without breaking any traffic laws, the most direct route from the station to the warehouse is as follows:
- A. travel north on Routan, west on Hoon, south on Biway, and east on Clay to the warehouse.
  - \* B. travel north on Routan, west on Matchet, north Biway, and east on Clay to the warehouse.
  - C. travel south on Routan, northwest on Swanny, north on Trecher, west on Matchet, north on Biway,
  - D. travel south on Routan, northwest on Swanny, northeast on Curvens, west on Matchet, north on Biway, and east on clay to the warehouse.

Use the following map to answer question #19.

- Single arrow represents one-way street
- ↔ Double arrow represents two-way street



## **PHYSICAL FITNESS TEST BATTERY**

### **Introduction**

The Cincinnati Police Department recognizes that an adequate level of physical fitness is essential for law enforcement job performance. Therefore, a physical fitness test battery will be administered to each applicant who passes the written exam.

This physical fitness test helps insure that each applicant can handle both the physical and academic demands of the academy without injury; and with a level of fatigue tolerance necessary to meet all the academy demands and subsequent assignment as a Cincinnati Police Officer.

The physical ability test battery will consist of the following: **(1) a one-minute sit-up module, (2) a one-minute push-up module, and (3) a .5 mile run.**

The City of Cincinnati is currently in the process of validating the standards (cut points) for each of the physical fitness modules. The number of sit-ups and push-ups an applicant will have to complete and the time in which the .5 mile run must be completed in order to pass this component will be provided to applicants at the written exam.

An applicant must meet the standard for each module to continue in the hiring process. The physical fitness component will be pass/fail.

***\*PLEASE NOTE: Those persons being appointed to the position of Police Recruit must meet additional and more stringent standards to exit the police academy and become a police officer in the state of Ohio. You will learn more about these standards as Police Recruit.***

### **WHY IS FITNESS IMPORTANT AS A JOB-RELATED ELEMENT FOR LAW ENFORCEMENT OFFICERS?**

Job analyses that account for physical fitness have demonstrated that the fitness areas are underlying factors determining physiological readiness to perform a variety of critical physical tasks. These fitness areas have also been shown to be predictive of job performance. Data also shows that fitness level is predictive of “trainability” and academy performance.

## **PHYSICAL FITNESS TEST BATTERY**

### **1. Sit-ups (Timed: 1 minute)**

Relates to abdominal muscular endurance. This tests the body's ability to support the trunk and back muscles during work tasks that involve defensive tactics, moving equipment, and lifting heavy objects or people.

### **2. Push-ups (Timed: 1 Minute)**

Relates to upper body muscular endurance. This tests the body's ability to exhibit dynamic strength (power movements over a period of time). It correlates to work tasks involving forcing an arrest, defensive tactics, and lifting and carrying.

### 3. .5 Mile Run

Relates to overall fitness and endurance. This tests the body's ability to exert maximum effort over a period of time. It correlates to work tasks involving foot pursuits and use of force.

## FITNESS ASSESSMENT PROTOCOL

**1. ONE MINUTE SIT-UP TEST:** The sit-up module measures the muscular endurance of the abdominal muscles. Lie on your back with your knees bent at a 90 degree angle and your heels on the ground. Your feet may be together or apart; your heels must stay in contact with the ground. Your partner can hold your feet for you but not kneel on them. Your fingers must stay interlocked behind your head throughout the event. On the "GO" signal, lift your upper body by bending at the waist. **You must touch your knees with your elbows** and then return to the starting position. When returning to the starting position, your upper shoulders must touch the ground. Do not arch your back or lift your buttocks from the ground. Your score is the number of correct sit-ups completed in one (1) minute.



**2. ONE MINUTE PUSH-UP TEST:** The push-up module measures the muscular endurance of your upper body. Place your hands on the ground wherever they are comfortable--- approximately shoulder width apart. Your feet must be 12 inches or less apart. Your body should be in a straight line from your shoulders through your ankles, and must remain that way throughout the test. On the "GO" signal, lower your body by bending your elbows until your upper arms (triceps) are parallel to the ground. Then return to the starting position by straightening your arms. You may rest in the up position as long as your body remains in a straight line. **You may not arch your back.** If you arch your back or remove a hand or foot from the floor for any reason your time will stop and the number of correctly completed push-ups to that point will be counted. Your score is the number of correct push-ups completed within one (1) minute.



**3. .5 MILE RUN:** This test measures your overall fitness and endurance. You must complete the test without any help. On the “GO” signal the clock will start and your time will begin. Your goal is to complete the run in as fast a time as you can. You may walk, but it will make it difficult to meet the standard.

**IT IS HIGHLY RECOMMENDED THAT YOU RECEIVE YOUR PHYSICIAN’S  
APPROVAL TO BEGIN ANY EXERCISE PROGRAM OR TO INCREASE TO A  
DIFFERENT LEVEL OF AN ESTABLISHED PROGRAM.**

## **ORAL BOARD EXAMINATION**

### **GENERAL DESCRIPTION**

You will be presented with written descriptions of problem situations. These situations will be designed to allow for the assessment of five abilities identified through the job and ability analyses as critical to job performance. These situations will NOT require technical knowledge of police-related work, since technical aspects of the job are learned in training.

#### **Overview of Administrative Logistics**

You will be given some time to review the information provided to you about the Oral Board problems and a set amount of time to respond to each situation. Although you will not be required to use the full time allotted to respond to each situation, you will not be allowed to exceed this time limit.

#### ***A. Preparation***

You will prepare for the Oral Board exercises in a special preparation area where you will not be observed by the raters. You will be permitted to take notes on the test materials or scrap paper provided during this preparation period.

#### ***B. Participation***

You will be permitted to use any notes you generate during the preparation period while participating in the actual exercises. Furthermore, you will be permitted to take notes while participating in each exercise, if you so desire. You should be aware, however, that any notes prepared or used during the oral exercises will not be considered by the raters when making evaluations. In fact, such notes will be destroyed following your participation to ensure they cannot be made available to candidates who have not yet participated in the oral examination procedures.

During the Oral Board exercise, the oral board raters will provide instructions and answer any procedural questions that may be raised before each exercise begins. You will be given cues indicating when each Oral Board exercise is to begin and end, but it will be your responsibility to work within the specified time frame. Participation in the situations will be back-to-back.

### **C.     *Raters***

A board of raters consisting of a Human Resources person, a Police Supervisor and a citizen will observe and evaluate your performance according to the five abilities described in the next section under Evaluation. These raters will participate in a day-long training session tailored to the Cincinnati Police Officer's Oral Board Examination. During this training session, raters will be familiarized with the ability areas to be assessed; trained to observe, record and evaluate your behavior with respect to these areas; and advised how to avoid making evaluation errors. Raters will be familiarized with the Oral Board exercises and the roles they are to play as part of these exercises. Finally, raters will be given an opportunity to practice observing and evaluating your behavior by participating in "mock" oral board exercises.

### **D.     *Procedure***

While each exercise proceeds, the raters will be observing and recording your behavior. After the raters have had a chance to observe, they will evaluate your effectiveness with regard to each of the performance dimensions. These evaluations will be made using a 5-point scale where 5 is high. The result is that each rater will independently generate a set of dimension ratings. The ratings of the individual raters will be combined to obtain your overall score.

### **E.     *Dimensions***

The following abilities will be evaluated in the Oral Board examination. It is important to note that these dimensions have not been listed in any particular order. They are equally important and will be weighted equally when deriving your overall Oral Board score.

1.     **Verbal Comprehension:** Ability to quickly and accurately comprehend another's meaning. This ability involves understanding both written and spoken messages. It is the ability to hear a description of an event and understand what happened. This ability might be used in reading descriptions of incidents, or reading and understanding; listening to descriptions of events, places or people; receiving radio communications; or instructions.
2.     **Verbal Expression:** Ability to organize thoughts and to express them in a clear and logical manner. This ability involves using language to communicate information or ideas to other people. These other people might be other Police officers, superior officers, witnesses, suspects, or victims. This ability would also come into play when a Police Officer talks to shop owners, homeowners, or school children about crime prevention or safety.
3.     **Reasoning/Judgment:** Ability to recognize or identify the existence of a problem. Ability to take an idea from the general to the specific or from the specific to the general in order to solve a problem. This ability involves researching and seeking out information, including all relevant information; considering all the facts, distinguishing between important and unimportant information, and omitting unimportant and irrelevant information. It is also the ability to critically evaluate a situation, to comprehend a situation in its proper perspective, to evaluate alternative solutions, to consider the implications of problems and solutions, and to arrive at a sound decision.
4.     **Fluency of Ideas:** This ability involves producing a number of ideas about a given topic. This concerns only the number of ideas and not the quality of those ideas.

5. **Originality:** This is the ability to produce unusual or clever responses to a given topic or situation. It is the ability to improvise solutions in situations where standard operating procedures do not apply.

## **PREPARATION FOR THE ORAL BOARD EXAMINATION**

This section is organized around the five areas of performance that provide the framework for the observation, recording and evaluation of your performance. For each area of performance, we will discuss some tips and strategies for preparation.

### **A. *Verbal Expression***

This is the ability to organize thoughts and to express them in a clear and logical manner. This area of performance concerns the ability to make your messages understood by others.

One strategy that can enhance effectiveness at communicating messages is the use of an **OUTLINE**. When communicating to others, it is more likely that your thoughts and ideas will come across clearly if you take the time to organize your thoughts in your mind or on paper. When you generate an outline, we suggest you begin by setting down the broadest categories to be discussed and then create increasingly more specific sets of categories.

The outlining strategy described above has been suggested as an aid to enhancing the effectiveness with which you communicate your messages to others. The question still remains as to how you will know if this strategy does, in fact, result in improved communication. This is where the assistance of friends or family can come into play. To assess the effectiveness of communications, you could provide an oral response from an outline, have another individual listen to the response, and ask that individual to generate the outline, or list the key points on which your response was based. You could then compare the individual's perception of the message with the message you had intended to convey. If there are areas that were not correctly identified by the individual, you should rework those areas until they are correctly identified.

An alternate method for preparing an outline is to "talk out" the presentation in the order that comes naturally. Record the flow of ideas of topics while talking and work from that record in preparing a final outline. Some people are more comfortable using this method in contrast to generating an outline first and then forcing your flow of ideas to fit the outline.

### **B. *Verbal Comprehension***

This is the ability to quickly and accurately comprehend another's meaning. This ability deals with understanding messages and information that others attempt to convey. This ability area initially comes into play when you are reading the Oral Board problem descriptions. You will need to identify the important information provided in the problem descriptions and the points you should address when you meet with the raters.

The outlining strategy mentioned for Verbal Expression is also helpful in practicing Verbal Comprehension. Specifically, the outlining strategy can be reversed to practice and assess the ability to understand messages. Using an outline, you can identify the key components of either written or spoken messages. To practice and assess your ability to understand written information, you could take a newspaper article, editorial, or a book chapter/section, outline the information presented and identify what you perceive to be the central points. While it's difficult to check your perceptions of a newspaper article,

the summary at the end of a book chapter can be used to check your understanding of the material within the chapter.

Verbal Comprehension also comes into play when you interact with the raters in the Oral Board exercises. You will need to determine the relevance of information provided by the raters. To practice and test your understanding of information presented orally, you should identify the key points that someone else attempts to convey in a conversation or presentation. You should also attempt to anticipate and prepare responses to the comments and questions the raters might conceivably put forth.

### ***C. Reasoning/Judgment***

The definition of this category of performance can be broken down into two basic components:

- a. Identifying the problem in the situation.
- b. Deciding on a solution to a problem or issue on the basis of the evaluation of that problem/issue.

One way that you can prepare for this area of performance is to consider, discuss, and resolve an issue of current concern. When doing so, you should:

- a. Identify the key components of the issue that should be considered.
- b. Generate and consider alternative courses of action or solutions. When evaluating potential solutions to problems, you should consider the impact of each solution on all individuals who could be affected by the solution. This would include those individuals who decide on the solution, as well as those individuals who must implement, abide by and/or enforce the solution.
- c. Consider the short- and long-range implications of decisions that are made since some solutions may be beneficial only on a short- or long-term basis.
- d. Take steps to minimize any potentially troublesome “side-effects” of the chosen solution.

### ***D. Fluency of Ideas***

Fluency focuses specifically on the number of ideas you are able to generate. Being open to ideas, which may at first appear ridiculous, is an important characteristic for displaying this ability.

To practice, try producing a list of new/different ways to use common household items. For example, what can you do with a hubcap? Hubcaps may be able to be used as a pie plate, dog dish, flower bowl, mirror, hat, clock face, pizza pan, frisbee, weapon, wall decoration, etc. Remember that the number of ideas produced points to Fluency; while the novelty of the ideas points to Originality.

### ***E. Originality***

In order to increase the originality of the ideas you generate, follow the same steps as those outlined for Fluency (e.g., suspend judgment), but place more emphasis on generating ideas that are novel and “out of the ordinary”.

**SELECTION CRITERIA FOR POLICE RECRUIT AND FIRE RECRUIT  
2003 - 2004**

**I. PROCEDURE**

- A. All individuals who apply for appointment to the Cincinnati Police Department/or Fire Department as a Police Officer or Firefighter must submit to a background investigation. As a prerequisite to such an investigation, they must complete a Personal History Questionnaire as a supplemental application. This questionnaire shall be deemed incomplete until it is updated by the candidate immediately prior to appointment. The information submitted on the questionnaire by candidates should be complete and accurate and will be verified by the polygraph.
- B. The investigations will be conducted by Police/Fire investigators. Their goal is to provide information on candidates that will help determine their suitability for the job.
- C. After completion of the background investigation, the information obtained will be evaluated by the Selection Review Committee consisting of Human Resources and Police Department representatives. Those candidates, who are deemed disqualified based on the job-related criteria adopted by the Civil Service Commission, will be notified by mail.
- D. If the candidate feels the disqualification is not justified, he or she may appeal to the Civil Service Commission. At the appeal hearing, candidates will be given the opportunity to discuss the issues of concern with the Commissioners.

**II. CRITERIA**

**The offenses listed below are criteria for which candidates may be disqualified.**

**All persons who admit to committing any of these offenses listed may be disqualified as though they had been convicted.**

- A. Felonies: All persons who have been convicted in a court of competent jurisdiction of a felony, or attempt, conspiracy or solicitation of a felony which is related to job performance, including but not limited to, treason, murder, voluntary manslaughter, rape, robbery, arson, burglary, kidnapping and any other felony which involved the use of threat of physical force or violence against any individual or crimes of dishonesty, will be disqualified.
- B. Misdemeanors: All persons who have been convicted in a court of competent jurisdiction, within five (5) years of the date of application may be disqualified. All persons convicted of two (2) or more job-related misdemeanors may be disqualified if the convictions indicate a pattern of criminal behavior.
- C. Drugs (excluding marijuana): All persons who have been convicted in a court of competent jurisdiction of possession and/or sale of narcotics, dangerous drugs or hallucinogens or any other controlled substance which the Civil Service Commission determines to relate to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, may be disqualified. Recent usage of any prohibited substance or abuse of a controlled substance during the selection process may be grounds for rejection. Usage of any prohibited or controlled substance during the selection process may be grounds for rejection.

- D. Marijuana: All persons who have been convicted in a court of competent jurisdiction for the sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. All personnel who have been convicted in a court of competent jurisdiction for possession/or use of marijuana during the selection process may be grounds for rejection.
- E. Sex Offenses and Bodily Harm: All persons who have been convicted in a court of competent jurisdiction of a sex offense as defined in Chapter 2907 of the Ohio Revised Code, or an offense causing or threatening bodily harm as defined in Chapter 2903 and Chapter 2919 of the Ohio Revised Code, or an attempt, conspiracy or solicitation, or commit such a criminal act may be disqualified.
- F. Guns, Concealed Weapons and Dangerous Ordinance: Any person who has been convicted in any federal, state or municipal court of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance may be disqualified. Any attempt to violate any law, statute, or regulation to the above may be grounds for rejection.
- G. Automobile: All persons who have been convicted in the last five (5) years in any court of competent jurisdiction of any of the following offenses may be disqualified: Driving Under the Influence, vehicular homicide, leaving the scene, reckless driving, or revocation or suspension of driving privileges on two (2) or more occasions. Any person currently under suspension or revocation of driving privileges may be disqualified. Any person with six (6) or more points on their current record may be disqualified. No person shall be eligible to take the polygraph exam without a valid operator's license in their state of residence. No person shall be eligible for appointment unless that person has possessed a valid driver's license for more than one (1) year prior to the date of appointment. No person shall be appointed without a valid Ohio Driver's License.

### **III. DISQUALIFYING EMPLOYMENT-RELATED CONDUCT**

- A. All persons who within five (5) years of the date of application have been discharged from previous employment for insubordination, serious misconduct on the job, unexcused absenteeism or tardiness may be disqualified. All persons who within the past five (5) years have been suspended, or disciplined for insubordination, misconduct on the job, unexcused absenteeism, tardiness, inefficiency, or neglect of duty on two (2) or more occasions may be disqualified.
- B. Thefts of cash, goods, or services from place of employment may be cause for disqualification.

### **IV. MISCELLANEOUS DISQUALIFYING CONDUCT**

- A. All persons who have failed to obey or honor any judgments entered by a court of record, including, but not limited to, alimony or support payments, or have failed to pay any fine imposed by a court of record, may be disqualified.
- B. All persons who have been other than honorably discharged from the United States military service for reasons which are job related, may be disqualified.
- C. All persons who have made any intentional false alarm to any police or fire agency may be disqualified.

- D. Any person who is currently a member of any organization which advocated crime or the violent overthrow of the United States government will be disqualified.
- E. All persons who admit a current pattern of alcohol, drug abuse, or illegal gambling within the past twenty-four (24) months may be disqualified (i.e., conduct which is predictable, repetitive or continuing activity).
- F. All persons who have made false statements regarding any material matter during the selection process or have intentionally omitted any requested material information on the questionnaire or who have cheated during any portion of the selection process may be disqualified.
- G. Any person who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any criminal by any duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above, will be disqualified.

## **VETERAN'S CREDIT**

### **Do you qualify?**

To receive veteran's credit, you must have testing process, and:

successfully completed all portions of the

- 1) have an honorable discharge, or evidence of satisfactory service, have transferred to the reserve with or have been a Red Cross nurse, AND,
- 2) be an Ohio resident as of the test application closing date, AND,
- 3) have served on active duty.

### **How much credit can you get?**

- A qualified veteran receives five (5) points.
- A qualified disabled veteran receives ten (10) points.

### **What steps must you take to apply for veteran's credit?**

To apply for five (5) points veteran's credit, you must:

- Submit a copy of your DD 214 (original or clear copy) to the Human Resources Department staff by the closing date for this exam.

To apply for ten (10) points veteran's credit, you must:

- Submit a copy of your DD 214 (original or clear copy) to the Human Resources staff by the closing date for this exam.
- Submit a copy of an official statement (original or clear copy) from the Veteran Administration of Service agency verifying the existence of a ten percent (10%) or greater service-connected disability. This statement must be dated within six (6) months of the closing date for this exam.

### **How often must you apply for veteran's credit?**

In order to receive veteran's credit, you must show that you qualify **EACH TIME** you apply to take an open-to-the-public civil service exam with the City of Cincinnati or Cincinnati Board of Education. (**Note:** Veteran's credit does not apply to promotional exams.)